



RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY

State Fire Marshal

*118 Parade Street, Providence RI 02909
Telephone: (401) 462-4200 — Fax: (401) 462-4250*

Colonel Steven G. O'Donnell
Commissioner, Department of Public Safety
Superintendent, Rhode Island State Police

John E. Chartier, EFO
State Fire Marshal
Division of the State Fire Marshal

ASSEMBLY OCCUPANCIES SELF INSPECTION CHECKLIST GUIDELINE

Business Name _____ **Owner/Manager** _____

Address _____

City _____

Name of person inspecting _____ **Title** _____

Date _____ **Time of Inspection** _____

Is there a certified Crowd Manager(s) on Duty & How many? _____ **YES NO**

Is the occupant load posted? **YES NO**

Did you play your safety announcement? **YES NO**

Is your emergency contact info available? **YES NO**

Do you have adequate staffing? **YES NO**

Does your staff know their jobs incase an emergency arises? **YES NO**

Regarding EXITS:

- Exit signs are visible and available	YES	NO
- Are free of any type of OBSTRUCTIONS	YES	NO
- Exterior exit passageway are clear to a public way	YES	NO
- All EXIT DOORS can be easily opened from inside	YES	NO
- Are there designated aisles passageways?	YES	NO
- Are your aisle passageways wide enough? (min. of 36" or 44" wide)	YES	NO
- Are aisles clear and not blocked?	YES	NO

Do your emergency lights work? **YES NO**

Are all portable fire extinguishers visible and ready for use? **YES NO**

Is your fire alarm system panel displaying a green power-on light? **YES NO**

Because most sprinkler systems are located either in the basement or some where they can not be tampered with, proper authorization may not be available to check on the operating status. However, most fire alarm panels will have a separate sprinkler zone identifying the different alarm zones and its' working status maybe shown on this panel.

AREA(S) OF CONCERN OR ADDITIONAL COMMENTS:

[illegible]